

THE LANGUAGE SCHOOL

Continuing Missions:

A. To provide full-time and part-time foreign language training pertinent to the needs of the various components of the Agency.

B. To provide language proficiency testing in support of the Agency's Language Development Program.

C. To provide technical and administrative support to the Language Development Committee in implementing the Language Development Program.

OBJECTIVES AND TASKS FOR CY 1973

OBJECTIVE 1 - to improve existing foreign language courses

- TASKS -
- a. Assess the results of the faculty survey of training methods and share the results with the LS faculty.
 - b. Continue to develop new universal visual aids.
 - c. Develop a student workbook of visuals.
 - d. Depending upon space availability, extend part-time instruction at Headquarters to two additional languages.
 - e. Evaluate adequacy of the curricula for special training programs.
 - f. Improve liaison with regular special training customers.
 - g. Determine a practical method for monitoring the BAHLT classes.
 - h. Review the training of new BAHLT instructors.
 - i. Review the rationale for the continued existence, curtailment, or augmentation of the BAHLT program.
 - j. Debrief branch and desk level customers for their comments on the results of our language training.

- k. Review the process of monitoring Language School classes.
- l. Conduct a study of a suitable mix of contact time and self-study time.
- m. Conduct a study of the efficiency of part-time study versus full-time study.
- n. Improve reading comprehension and oral comprehension instruction.
- o. Contact publisher of Pimsleur material for permission to reproduce it.
- p. Experiment with high intensity language training at advanced levels.

OBJECTIVE 2 - to improve the proficiency testing program

TASKS - a. Look for ways to simplify the administration of testing.

- b. Develop a program for the retraining of testers, including an instruction package for new testers.
- c. Develop lists of questions or suggested subject matter for use in oral tests.
- d. Determine ways of cutting back on the time required for a candidate to take a proficiency test.
- e. Develop alternate reading tests.
- f. Complete the revision of certain reading tests.
- g. Develop aural comprehension tests.
- h. Prepare sets of calibrated tapes for the purpose of tester training.
- i. Explore new techniques in oral testing.
- j. Determine the extent to which proficiency and achievement testing interrelate.

OBJECTIVE 3 - to increase staff and faculty professionalism

- TASKS - a. Continue in-house training programs.
- b. Continue the visiting linguist program with one visitor each six weeks.
 - c. Encourage faculty to take external training courses out of hours.
 - d. Consider minimum training packages for instructors and supervisors.

OBJECTIVE 4 - to accomplish optimum administration

- TASKS - a. Complete the faculty handbook.
- b. Review and, where possible, simplify student administration procedures with emphasis on attendance reporting and training reports. Find appropriate hardware to assist in student administration.
 - c. Conduct another review of LS paper production, routing, control, storage, and disposition.
 - d. Consult with PSS to rationalize the need for administering two aptitude tests, i.e., the MLAT and the ALAT.
 - e. Determine cost factors involved in training students in different kinds of language training.
 - f. Determine administrative systems which can be placed under computer control.

OBJECTIVE 5 - to insure effective use of personnel, money, materials, and security

- TASKS - a. Continue the assessment of the management philosophy of the LS.
- b. Establish a table of distribution of the contract positions in the LS.
 - c. Consider starting the workday at an earlier time.

OBJECTIVE 6 - to provide adequate support and guidance to the Language Development Committee

- TASKS -
- a. Determine new ways of heightening language consciousness in the Agency.
 - b. Clear as many untested claims from the LQR as possible.
 - c. Clarify criteria for the incentive awards program.
 - d. Organize a Language and Linguistics Exhibit in the Headquarters building.
 - e. Explore ways to increase the number of higher level users of foreign languages.

OBJECTIVE 7 - to improve our liaison with customers and other elements of the language community

- TASKS -
- a. Continue an active role in the Interagency Language Roundtable and with its member agencies.
 - b. Develop a program of inviting training officers and other interested personnel to the Language School.

OBJECTIVE 8 - to improve our training support capability

- TASKS -
- a. Train all lab technicians in the operation of studio recording equipment.
 - b. Develop criteria for quality control in the production and acquisition of master tapes and reproduction, and establish a system for guaranteeing adherence to the standards.
 - c. Complete remodeling of the recording studio.
 - d. Install a VOA record capability in each classroom.
 - e. Determine an on-line method of producing cassette copies of VOA for student and teacher use.
 - f. Examine the Dolby concept for recording masters and for duplication.
 - g. Continue the search for a suitable cassette recorder-player for C of C lab use. Consider play-only format.

- h. Improve the quality of air in the inside classrooms.
- i. Experiment with cassette recorders for proficiency testing.
- j. Dedicate certain equipment for exclusive use in the Audio-Visual Room.

Objective 9 - Library

- TASKS -
- a. Establish criteria for additions to the linguistics collection.
 - b. Pursue the procurement of already identified books for the language collection.
 - c. Reexamine the policy of giving texts to students.
 - d. Complete cataloging of books.
 - e. Establish a better control system for the loan and return of books, magazines, and tapes.
 - f. Complete tape catalog.
 - g. Determine what books should be kept on hand for self-study and dedicated solely to that purpose.